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TO : Chief, Communications Division
Attn: Chief, COMOPS
FROM : Acting Chief, [] 25X1A

DATE: 10 October 1949

SUBJECT: General - Personnel
Specific - Overseas Briefing

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In order to minimize the initial breaking-in period and to familiarize new personnel with the geography and operating practices of the area, it is requested that the following points be covered in the briefing of prospective [] assignees:

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1. Assignments are Fluid: Each person assigned to [] will be expected to fit into the rotational policy established by the Home Office, which nominally means a change of station every six months. Qualifications, seniority, and family considerations are the determining factors in the assignment of personnel to specific posts in the field.

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2. Area Geography: The geographical location of each [] installation should be pointed out to new employees, with discussions as to the probable frequencies best suited for lateral and field-to-base communications.

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3. Routing Indicators and Delivery Groups: In conjunction with the geographic discussion, instructions should be given in the proper use of call signs, routing indicators, and delivery groups. A working knowledge of at least some of these items would eliminate the feeling of uncertainty experienced by most new arrivals. The delivery groups, call signs, and routing indicators commonly used on [] circuits will be found on an attached sheet.
4. Use of CCBP-1 Radio Procedure: All radio operation in the field is based on CCBP-1 procedures. The only modification is in the use of delivery groups in the place of call signs in the message heading. Many new arrivals are unable to set up a message heading for radio transmission.
5. Use of JANAP-127-A Teletype Procedures: All teletype operation in the field follows exactly the procedure outlined in JANAP-127-A. Operators should know the form for single and multiple addressee messages, special procedures for the preparation of emergency precedence headings, and should, if possible, be able to read tape or at least recognize machine functions. Particular emphasis should be placed on the importance of correct spacing and other mechanical aspects of the teletype message form.

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The above points are offered as constructive criticism, with the realization that it may be difficult to reconcile maximum training and minimum delay in making field assignments.

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